

PUBLIC REPORT EXPEDITED AMENDMENT APPLICATION
(term/provision change)

RE 635A (Rev. 5/03)

GENERAL INFORMATION

- ✓ Refer to page 4 for RE 635A usage restrictions.
- ✓ Submit original RE 635A and one photocopy of page one; attach fee to the copy of this page.

1. TYPE OF SUBDIVISION (CHECK ONE BOX)

- ☐ STANDARD
- ☐ STANDARD – MOBILE HOME
- ☐ CONDOMINIUM
- ☐ CONDOMINIUM CONVERSION
- ☐ STOCK COOPERATIVE
- ☐ STOCK COOPERATIVE CONVERSION
- ☐ LIMITED EQUITY HOUSING COOPERATIVE (LEHC)
- ☐ PLANNED DEVELOPMENT
- ☐ PLANNED DEVELOPMENT – MOBILE HOME
- ☐ COMMUNITY APARTMENT

2. SUBDIVISION IDENTIFICATION AND LOCATION

DRE FILE NUMBER

PREVIOUS DEPUTY ASSIGNED FILE

NAME OF SUBDIVISION

TRACT NUMBER

NAME TO BE USED IN ADVERTISING

STREET ADDRESS (OR NEAREST CROSS STREETS)

CITY

COUNTY

IF SUBDIVISION IS LOCATED WITHIN CITY LIMITS, LIST NAME OF CITY.

IF RURAL SUBDIVISION, LIST NAME OF NEAREST TOWN/CITY.

LIST THE MILES/DIRECTION FROM NEAREST TOWN/CITY.

IF STOCK COOPERATIVE CONVERSION OR LEHC, IDENTIFY UNIT NUMBERS.

CHECK APPROPRIATE BOX(ES)

- ☐ All residential lots/units to be sold vacant
- ☐ All residential lots/units to be sold with completed residential structures.
- ☐ Residential lots/units to be sold both vacant and improved with residential structures.
- ☐ All lots/units to be sold with age restrictions.
- ☐ All lots/units to be sold as raw land.
- ☐ All lots/units to be leased.

FOR OFFICE USE ONLY

FILE NUMBER

AMOUNT REQUIRED

\$

AMOUNT RECEIVED

\$

REFUND AMOUNT

\$

DATE RECEIVED**3. SUBDIVIDER INFORMATION**

NAME

ATTENTION

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER (INCLUDE A/C)

FAX NUMBER

TYPE OF APPLICATION

- ☐ CHANGE OF OWNERSHIP (SEE PAGE 3)
- ☐ MERCHANT BUILDER (SEE PAGE 3)

4. SINGLE RESPONSIBLE PARTY (SRP)

NAME

ATTENTION

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER (INCLUDE A/C)

FAX NUMBER

WHEN PUBLIC REPORT IS APPROVED:

- ☐ MAIL TO SRP
- ☐ CALL SRP FOR PICK UP

5. If the sole reason for requesting an amendment is to correct an error in the public report, include a brief explanation concerning the origin of the error(s) being corrected.

6. This amended public report will cover the following interests: *(Merchant builders see note at bottom of page 3.)*

7. I am familiar with the contents of DRE Subdivision File No. _____. The offering to be made under authority of this amended public report includes only the following changes in the terms and provisions of the offering from the subdivision file and/or the most recently issued subdivision public report. (Enumerate, describe and append documents, as necessary, to explain/show the changes in the offering. See Regulation 2800 for a listing of material changes.)

8. I have examined the final subdivision public report which has an original issuance date of _____ and the last amendment dated _____. The following changes to the subdivision public report (or to the amendment, if any) are necessary to reflect the true terms, conditions and provisions of the offering for which an amended public report is requested: *(Attach a copy of latest public report with proposed changes red lined.)*

9. Submit a current preliminary title report (issued within 90 days of submittal of this application).
10. Submit two original typewritten amended public reports and two photocopies thereof. Also, submit a copy of the new amended public report with the changes underlined in red, and a copy of the most recently issued public report. (Refer to RE 635 Part I for more information regarding the typewritten public report.)

CERTIFICATION

I hereby certify under penalty of perjury, that there are no changes in the subdivision offering other than those enumerated and described in items 7 and 8, including any attachments pertinent to items 7 and 8, and that the information set forth in this application and in the documents appended hereto is true and complete to the best of my knowledge and belief.

- Certification signed outside the State of California must be acknowledged by a notary public.
- Prior to signing, review all answers submitted. Errors or omissions must be corrected and initialed by the subdivider(s).
- If the subdivider is a corporation, limited liability company (LLC), partnership, etc., the individual(s) signing the certification must stipulate the capacity (e.g., president, manager, general partner, etc.) of the signer and an authorization to sign (e.g., a corporate resolution, LLC statement, partnership statement, etc.) must be submitted.
- If an agent will be submitting documents to Department of Real Estate on behalf of the subdivider, the subdivider must provide written authorization to that effect.

SIGNATURE OF SUBDIVIDER ➤	DATE
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PRINTED NAME OF SUBDIVIDER	CAPACITY
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NAME OF CORPORATION, LLC, PARTNERSHIP, ETC.

SIGNATURE OF SUBDIVIDER ➤	DATE
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PRINTED NAME OF SUBDIVIDER	CAPACITY
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NAME OF CORPORATION, LLC, PARTNERSHIP, ETC.

BUSINESS ADDRESS

CITY	COUNTY	STATE
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RE 635A USAGE RESTRICTIONS

RE 635 must be used if any of the following applies:

- A budget review is necessary.
- Applicant is a person other than the person to whom the original (or a previously amended) public report was issued. *(See note below regarding “Change of Ownership” exception.)*
- A material change in homeowners’ association budget.
- A proposed amendment to the governing instruments for common interest subdivisions for which the consent of the Real Estate Commissioner to permit a vote of owners is required under Section 11018.7 of the Business and Professions Code.
- A public report that has expired or for any public report issued prior to May 5, 1962.
- A subdivision offering that is, or is to be, registered with the HUD, Interstate Land Sales Registration Division.
- A raw land subdivision.
- Use of real property sales contracts, all inclusive deeds of trust, balloon payments, subsidized interest and loan payments, “creative financing” plans, “affordable housing” plans, equity sharing, or other unusual financing provisions/programs.

CHANGE OF OWNERSHIP

A Public Report Expedited Amendment Application (term/provision change) (RE 635A) may be used for ***change of ownership*** in standard subdivisions ***provided*** the following exhibits are submitted:

- a. A current title report which shows title vested in the new owner,
- b. An exemplar deposit receipt/agreement to purchase signed by new owner,
- c. An exemplar grant deed signed by the new owner,
- d. Exemplar escrow instructions signed by new owner and escrow holder,
- e. And a completed RE 600C, Purchase Money Handling (Supplemental Questionnaire).

Note: Merchant builders who intend to purchase five or more vacant lots in a common interest development from the subdivider with the intention of reselling such lots to the public ***completed with residential structures***, may also avail themselves of this expedited process. Upon submission of items a–e, a completed RE 635A, and evidence of compliance with Reg. 2792.9, the Commissioner may issue an amended public report covering the lots currently owned or subject to a binding contract or option agreement between the subdivider and a merchant builder. Absent the merchant builder having fee title to all of the lots at the time of application, evidence of future vesting must also be furnished. Such evidence can be either in the form of a binding purchase contract, escrow documents, or an executed option agreement for the purchase by the merchant builder from the subdivider all of the lots subject to the application.